

**NEEDS LIST  
JEFFERSON BARRACKS DIVISION  
JOHN COCHRAN DIVISION**

**January 2012**

**CASH DONATIONS:**

Cash donations may be made to the medical facility by individuals and /or by organizations. Cash donations must be hand carried to the Voluntary Service office, at which time a receipt noting the purpose and the amount of the donation, is issued to the donor.

Checks may be hand carried or mailed. Please ensure that checks are made out to the **VA Medical Center** with the notation of its PURPOSE in the memo section, we have listed on this sheet the General Post Fund (GPF) that is associated with each need so that you may donate money instead of items if you wish to do so.

**MAILING ADDRESS:**      **VA Medical Center  
Voluntary Service (135/JB)  
#1 Jefferson Barracks Drive  
Saint Louis, MO 63125-4199**

**OR**

**VA Medical Center  
Voluntary Service (135/JC)  
915 N. Grand Boulevard  
Saint Louis MO 63106**

Please note that only donations submitted directly to VA Voluntary Service will be acknowledged with a letter from the Department of Veterans Affairs. We can not provide acknowledgement letters for donations that go through a second party.

*\*All donations will be acknowledged with a Thank You letter within 30 days after receipt of donation. If you require an immediate acknowledgement, a copy of the donation form will be provided to you at the time of receipt in the Voluntary Service Office.*

*Per government regulation document 1620.1 ALL donations must be received in the Voluntary Service Office at Jefferson Barracks or John Cochran, unless Voluntary Service has made other arrangements with the donor.*

## **GENERAL DONATIONS**

1. **One-dollar (\$1.00) Canteen Coupon Books (GPF 8109):** Canteen Coupon Books are used by patients as monetary exchange at our medical center to purchase items they may need or desire. Please make check payable to VA Medical Center to be earmarked for this purchase, by noting it in the memo section of the check.; However, if you are purchasing canteen books for your activity, please go directly through the Canteen, 314-652-4100, JB 64554, JC-54522.

**Coupon books are also used for patient haircuts-which help improve self-esteem.**

***PLEASE DO NOT ORDER THROUGH VOLUNTARY SERVICE STAFF IF THEY ARE FOR YOUR ORGANIZATION'S USE FOR BINGO, PARTIES OR DISTRIBUTION. CHECKS SHOULD BE PAYABLE DIRECTLY TO THE "VA CANTEEN SERVICE".***

2. **Stamps:** Forever stamps will always cover the cost of mailing letters and cards for patients without funds.
3. **Lap Robes:** Nursing Service says they prefer Lap Robes made from a toweling material such as terry cloth or fleece material, anything very soft to the touch.
4. **Refreshments (GPF 8119 JB or GPF 8120 JC):** Candy, snacks and baked goods are to be individually pre-packaged and purchased from a licensed distributor. We also need sugar free snacks for diabetics, coffee and supplies for the hospitality carts at both divisions and CBOCs. We often need new 100 cup coffee pots, when they are used daily they don't last too long and it is always good to have a spare around.
5. **Reading Materials (GPF 8105):** We are in vital need of non prescription reading glasses and glasses cases.
6. **Personal Care Items (GPF 8153):** Voluntary Service tries to provide each patient with the following items upon admission. If your organization wants to donate items for this service we would be most appreciative. However, if you wish, you could provide funds for this service. We have a source that sells these items at a reasonable cost. Check donations should read "Comfort or Hygiene Items" in the memo section of the check.

- |                                       |                          |
|---------------------------------------|--------------------------|
| • Deodorant                           | Denture adhesive         |
| • Combs, picks and brushes            | Toothpaste               |
| • Toothbrushes (individually wrapped) | Shaving Cream            |
| • Shampoo                             | Feminine hygiene         |
| • Laundry detergent(JB only)          | Non-skid scuffs/slippers |
| • Denture Cleanser                    | Disposable razors        |
| • Reading glasses                     | Lotion                   |
| • Chap stick                          | Flip-flops/shower shoes  |

7. **Pre-Paid Phone Cards:** for veterans to call loved ones long-distance.

9. **Clothing (GPF 8153):** Voluntary Service operates a full clothing room at JB. At JB we fill clothing requests on a weekly basis at an average of 25 per week we can use only new undergarments but gently used of the other items listed

- Winter coats and jackets of all sizes (new or gently used)
- Gloves, stocking hats, scarves (new or gently used)
- Men's underwear and boxers all sizes (new only)
- Men's undershirts including big men's sizes (new only)
- Men's socks athletic and black (new only)
- Men's swim trunks (new only)
- Ladies swimsuits (new only)
- Ladies underwear and sports bras (new only)
- Men's coats, scarves, hats and gloves (new or gently used)
- Men's shoes athletic and dress (new or gently used)
- Men's belts (new or gently used)
- Men's jeans all sizes (new or gently used)
- Suitcases, backpacks and duffle bags

The JC Voluntary Service also operates a clothing room. The clothing room operates every other Wednesday from 9:00am – 2:00pm and the veteran receives one clothing kit per month. The JC Voluntary Service hands out Care Kits on Tuesday and Thursday from 1:00pm – 3:00pm which includes comfort items, one pair of socks, underwear and undershirt and the veteran receives one care kit per month. The following items are needed:

- Men's new undershirts, new underwear and new socks
- Ladies underwear and socks
- Men's coats, scarves, hats and gloves (new or gently used)
- Men's belts
- Men's and ladies sports shoes
- Men's jeans all sizes
- Backpacks
- Duffle bags

**Please DO NOT make equipment purchases without first consulting our office about the need. Please ensure that Voluntary Staff is aware of the purchase by preparing a donation form and turning it into the Voluntary Service Office at either location. We report all purchased equipment for the medical center to the logistics department for identification numbers. This process will ensure we complete the request for donation tags (Donated by: ALA) in a timely manner.**

## **WISH LIST**

1. **Hospice Fund (GPF 8110)** for the special needs of patient's at the end of their life's journey.
2. **Recreation Therapy Service (GPF 8114)** is in need of donations to support their recreational outings, bingo's and therapeutic activities conducted in the Gym, Pool and Bowling areas.
3. **Special Events Account JB (GPF 8118)** is an account set aside for Voluntary Service to use to support programs like National Salute, Veterans Day, POW/MIA, holiday parties for inpatients and other miscellaneous ward and clinic functions.
4. **Special Events Account JC (GPF 8121)** is an account set aside for Voluntary Service to accommodate special events in the same fashion as account 8118 above but for the JC Division.
5. **Televisions and DVD players (GPF 8116)** are often needed in clinical areas these must be new. Please check with the Voluntary Service to see what our current needs are.
6. **Guest Lodging Fund (GPF 8181)** is an account established to accept funds for hotel lodging for veterans and their family traveling from long distances to receive care/evaluations at the St. Louis VAMC. Use of this fund is coordinated with social work and based upon need.
7. **Social Work Fund (GPF 8103)** for the special needs of patients being assisted by social work service and includes the purchase of bus passes and meals for indigent veterans.

## **NON-ACCEPTABLE ITEMS**

- **We will no longer accept VHS tapes**
- **Used electronics of any kind such as TV's, radios, DVD/VCR players, etc...**
- **Cosmetics for women**
- **Magazines more that 3 months old and books**
- **Aftershave or mouthwash, or anything else, containing alcohol**
- **Medical equipment such as canes, walkers and wheelchairs, etc.**
- **Over-the-counter medicine or vitamins**
- **Glass containers of any kind**
- **Used greeting cards**
- **Cancelled stamps**
- **Homemade food items**
- **Used bedding sheets, pillows or mattress pads, etc.**